



# Branch Application

## Instructions

Section 1

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### Read the following carefully before you complete this form

A licensee wishing to establish one or more locations in addition to the principal place of business shall first obtain a branch office license. If requesting permission for several branch locations, use a separate application form for each site.

The attached application is to be used by, only the Deferred Presentment Company licensees, who are applying for branch licenses. Please ensure that all requested information in the application is completed prior to your submission. The application fee for each location must accompany the original application.

**\*\*All locations located within the City of Phoenix must provide the attached Zoning Clearance form approved by the City of Phoenix, Planning Department.**

**Application fee is \$500 and is non-refundable.**

### The prorated license fees are:

Include the prorated license fee with the application to expedite the license process. To determine the prorated license fee, refer to the chart below, look under the column for the month of the application. In addition you will be required to pay an annual renewal fee for each branch license.

Prorated License Fees			
Nov/Dec/Jan	Feb/Mar/Apr	May/June /July	Aug/Sept/Oct
\$150.00	\$100.00	\$50.00	\$200.00

**This Department does not make copies.**

Make check payable to the, **Arizona Department of Financial Institutions or AZDFI** and drop off or mail to **2910 North 44<sup>th</sup> Street, Suite 310, Phoenix, AZ 85018**. The Department will not accept credit or debit cards or an electronic submission of this application. Please submit one (1) check for both the application(s) and license(s) fee.



## Branch Application Deferred Presentment

Section 1

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**Type or legibly print all information.**

To the Superintendent of Financial Institutions:

### 1. Principal Licensed Location Information (found on principal license):

License Type: <b>Deferred Presentment</b>		Principal Arizona License Number: <b>DPC</b>	
Exact Name of Licensee:			
Exact DBA / Trade name if applicable:			
Address on your "Principal" license:			
City:		State:	Zip Code:
Telephone Number: (     )     -     ext.	Fax Number: (     )     -	Toll Free Number: (     )     -	

### 2. Hereby request permission to establish a branch office at the following location:

Designated Branch Manager (Overseer or Contact Person):		Branch office is Zoned as a (check one) <input type="checkbox"/> Commercial <b>or</b> <input type="checkbox"/> Residential     Location	
Address Line 1:			
Address Line 2:			
City:		State:	Zip Code:
Telephone Number: (     )     -     ext.	Fax Number: (     )     -	Toll Free Number: (     )     -	

### 3. Individual to contact regarding the processing of this branch:

Name:		Title:	
Address:			
City:		State:	Zip Code:
Direct Telephone Number & Extension: (     )     -     ext.	Fax Number: (     )     -	Toll Free Number: (     )     -	

**4. Authorized Individual:** I hereby certify that to the best of my knowledge, this application contains no misrepresentations or omissions of material facts. An Owner/Officer/Member on file with our Department must sign this form.

Print Name & Title:			
Signature:			
Direct Telephone Number & Extension: (     )     -     ext.	Fax Number: (     )     -	Toll Free Number: (     )     -	

### Checklist for Branch Compliance

**The following items must be attached to this completed form:**

- ☐ Completed Application (1 through 4) "Only the completed original signed application will be accepted".
- ☐ Application Fee
- ☐ Prorated Licensing Fee
- ☐ "Zoning Clearance" For locations located within the City of Phoenix.

Did you make & keep a copy for your records?



**City of Phoenix**  
Planning Department

**ZONING CLEARANCE FOR DEFERRED PRESENTMENT COMPANIES**  
(NON CHARTERED FINANCIAL INSTITUTIONS/PAYDAY LOAN COMPANIES)

**-FOR PLANNING DEPARTMENT USE ONLY-**

Council District:	CITY ZONING AUTHORITY CLEARANCE:
Village:	APPROVED:
Zoning Map:	Date:
Q.S.	Signature:
Zoning:	

**- PLEASE READ THE FOLLOWING CAREFULLY-**

A *Non-Chartered Financial Institution* is a business other than a state or federally chartered bank, credit union, mortgage lender or savings and loan association that offers check cashing services and loans for payment of a percentage fee. Specifically included are check-cashing businesses that charge a percentage fee for cashing a check or negotiable instrument, "payday loan" businesses that make loans upon assignments of wages received, or businesses that function as deferred presentment services.

The Phoenix City Council has adopted the following spacing and separation standards for non-chartered financial institutions:

- ☐ *Non-chartered Financial Institutions shall not be located within one thousand three hundred twenty (1,320) feet of the same type use. This distance shall be measured from the exterior walls of the buildings or portions thereof in which the businesses are conducted or proposed to be conducted.*
- ☐ *Non-chartered Financial Institutions shall not be located within five hundred (500) feet of a residential use. This distance shall be measured from the exterior walls of the building or portion thereof in which the business is conducted or proposed to be conducted.*

**- COMPLETE THE FOLLOWING INFORMATION -**

1. Property Address: \_\_\_\_\_ Zip Code \_\_\_\_\_
2. Legal Description: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_
3. Owner or Operators Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**- ACKNOWLEDGEMENT -**

The undersigned hereby certifies as follows:

1. The undersigned is the owner or operator of the existing or proposed use or is authorized to file this form on behalf of the owner or operator.
2. The owner or operator of the existing or proposed use is the owner or lessee of the property on which the use is or will be conducted or is otherwise authorized by the property owner to file this form.
3. If the use does not presently exist, but is proposed to be established, as of the date of the filing of this form, the proposed use complies with applicable Zoning Ordinance separation requirements.
4. The undersigned has read and understands the definitions above and agrees to comply with the requirements established for the operation of a non-chartered financial institution.
5. All information provided on this form is true and correct and to the best of his/her knowledge.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date